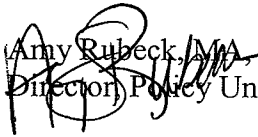




TrackOne - Technical Guidance Bulletin
TTGB – 2007-04

TO: Regional Operators
Indianapolis Private Industry Council
All WorkOne Staff Who Work with the Trade Adjustment Assistance Program
Directors of Operations for Northern and ~~Southern~~ Indiana

FROM:  Amy Ruback, MA, LMHC
Director, Policy Unit

DATE: October 17, 2007

SUBJECT: Entering WIA Youth Literacy & Numeracy Gains Measures

Background

The Indiana Department of Workforce Development procured an electronic case management system for the delivery of workforce development services effective July 1, 2006. The system was operational on July 1, 2006 for the Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) funding sources. The system will become operational for the Wagner-Peyser and Veterans programs in 2008.

Purpose

To provide revised reporting instructions when entering WIA youth literacy and numeracy gains measures in to TrackOne. As literacy and numeracy gains are measured for out-of-school youth who are basic skills deficient only, this TrackOne Technical Guidance Bulletin (TTGB) pertains only when entered such data for this population.

Content

TrackOne Technical guidance Bulletin 2006-01, dated August 15, 2006, provided reporting guidance concerning literacy and numeracy testing requirements for out-of-school youth. Literacy and numeracy testing include reading, writing, numeracy, speaking, and listening, and functional and workplace areas. Participants who increase to the next functioning level in any of the areas have made an educational gain and will become part of the numerator when calculating the Common Measure. The TTGB, based on DOL guidance, indicated raw scores should be reported. This guidance in TTGB 2006-01 and the TrackOne Users Manual is not clear. This TTGB (TTBG 2007-04) revises the reporting guidance. **The score to be reported is the numeric scale score.** The scale score is a two or three digit basic score from which other

scores (i.e., grade equivalents, etc.) are derived. Scale scores can be found in the TABE Norms Book and other similar booklets for the CASAS, ABLE, BEST, and WorkKeys. **Also, TrackOne End Users are instructed to revise test scores to numeric scale scores retroactively to July 1, 2006.** The Test and Test Results screen in TrackOne has been revised to reflect the guidance contained in this TTGB.

Any questions regarding the content of this bulletin may be directed to:

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| TTGB Number | Subject Matter |
|------------------------|--|
| 2007-04 | Entering WIA Youth Literacy & Numeracy Gains Measure |
| 2007-03 | Significant Staff Assisted Youth Services Definitions |
| 2007-02 | Requiring All TAA WorkOne Staff Guidance in Issued TTGBs |
| 2007-01 | Supplemental Data |